



## Education Major Checklist

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

The following items are necessary for you to complete the education program requirements and receive an *Institutional Recommendation*. Unless otherwise noted turn paperwork in to Registrar's Office.

*The following are due at the end of your sophomore year:*

1. \_\_\_\_\_ Application for admission to the education program
2. \_\_\_\_\_ Three (3) letters of recommendation
3. \_\_\_\_\_ IVP Fingerprinting completed (Must have copy of card in file.)

**Note: You must maintain 3.0 GPA in education classes to be eligible for student teaching.**

*Due the semester prior to student teaching in your senior year:*

4. \_\_\_\_\_ Application for directed student teaching (*Give to Mrs. Hitson*)
5. \_\_\_\_\_ All coursework completed (exception for AZ Gov't course in spring)

*Due at completion of student teaching: (Dr. Damore's, Mrs. Taylor's, or Mrs. Hitson's box)*

6. \_\_\_\_\_ All student teaching paperwork
  - \_\_\_\_\_ Time card (hard copy with all necessary signatures)
  - \_\_\_\_\_ Final evaluation check sheet filled out by your cooperating teacher
  - \_\_\_\_\_ Cooperating teacher's evaluations & recommendation
7. \_\_\_\_\_ EVOD: clip of student teaching using EEI format
8. \_\_\_\_\_ Résumé
9. \_\_\_\_\_ Arizona Educator Proficiency Assessments (AEPA) scores

\_\_\_\_\_ Professional knowledge

\_\_\_\_\_ Subject knowledge

\* \_\_\_\_\_ Paperwork complete.

- *Institutional Recommendation given.*
- *ACSI Certification (Association of Christian Schools International)*

*If you have any questions, please contact Dr. Damore, Mrs. Taylor, or Mrs. Hitson.*